

DODGE COUNTY EXECUTIVE COMMITTEE

August 1, 2016, 8:30 A.M.

FIRST FLOOR – ROOMS H & I AUDITORIUM

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 8:30 a.m. by Dodge County Executive Committee Chairman, Russell Kottke.

Members present: Berres, Frohling, Kottke, Maly, Marsik, Miller, and Schmidt.

Members absent: None.

Others present: County Administrator Jim Mielke; County Clerk Karen Gibson; Deputy County Clerk Christine Kjornes; Emergency Management Director Amy Nehls; Emergency Management Deputy Director Joe Meagher; Corporation Counsel John Corey; Information Technology Director Ruth Otto; Finance Director Julie Kolp; Human Resources Director Sarah Eske; Sheriff Dale Schmidt; Chief Deputy Sheriff Scott Smith; City of Beaver Dam Fire Chief Alan Mannel; Town of Clyman Fire Chief Eric Howlett; Daily Citizen Reporter Terri Pederson; and WBEV Radio Station Reporter John Muir.

Motion by Marsik, seconded by Maly to approve the Agenda and allow the Chairperson to go out of order as needed to efficiently conduct the meeting. Motion carried.

Motion by Maly, seconded by Schmidt to approve the July 5, 2016, minutes as presented. Motion carried.

City of Beaver Dam Fire Chief Alan Mannel provided an oral report to the Committee regarding the requested financial participation by Dodge County in the water and ice rescue program. Chief Mannel reported that there are 29 lakes and 6 rivers in Dodge County. Water and ice rescue is a time sensitive event, and the rescue life-saving equipment is aging and needs to be replaced. Chief Mannel further reported that the Beaver Dam Community Fire and Rescue Association is requesting financial participation by Dodge County to assist in updating the aging equipment that is used in high risk rescues. Town of Clyman Fire Chief Eric Howlett provided the Executive Committee with a map entitled *Surface Water by Fire District, Dodge County WI*, and a document that listed the Acres, SQMI, and PCT of surface water in each Dodge County fire district. Supervisor Maly asked what the timeline is for rescue vs. recovery. Chief Mannel stated that rescue efforts are within the first hour, and recovery efforts would be after that first hour. Chief Mannel stated that the Fire Association will make a determination regarding the most cost-effective manner in which to replace aging equipment with new equipment. Administrator Mielke stated that a list should be compiled that will set forth a description of aging equipment that needs to be replaced with new equipment. Chief Eric Howlett stated that the County Simulcast project should be completed prior to any financial participation by Dodge County to assist in the replacement of aging equipment that is used in the water and ice rescue program.

Information Technology Director Ruth Otto provided an oral report to the Committee regarding the out-of-state travel request to attend the Kronos Annual Conference. Ms. Otto reported that the out-of-state travel request is for her, Database Administrator Erin Roberts, Human Resources Director Sarah Eske, and Administrative Assistant Carrie Lagerman to attend the Kronos Annual Conference in Orlando, Florida, from November 13-17, 2016. Ms. Otto further reported that she and Ms. Roberts will be presenters at the Conference as a public sector customer, and this Conference provides an excellent networking opportunity. Motion by Maly, seconded by Miller to authorize out-of-state travel for Information Technology Director Ruth Otto, Database Administrator Erin Roberts, Human Resources Director Sarah Eske, and Administrative Assistant Carrie Lagerman to attend the Kronos Annual Conference in Orlando, Florida, from November 13-17, 2016. Motion carried.

DODGE COUNTY EXECUTIVE COMMITTEE

August 1, 2016, 8:30 A.M.

FIRST FLOOR – ROOMS H & I AUDITORIUM

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

Page 2 of 3

County Clerk Karen Gibson reviewed agenda items for the Tuesday, August 16, 2016, County Board meeting. Ms. Gibson reported that the agenda will include the appointment of Richard Fink to the Dodge County Board of Supervisors to fill a vacancy in County Board Supervisory District No. 12, Resolutions from the Health Facilities Committee, the Highway Committee, the Human Resources and Labor Negotiations Committee, the Law Enforcement Committee, and the Planning, Development, and Parks Committee. Ms. Gibson further reported that the agenda will include a Claim for Damages, and a report regarding the Claim for Damages, submitted by the Executive Committee, and a bill arising from a Claim For Damage To Animals that was postponed at the July 19, 2016, meeting of the County Board.

Ms. Gibson reported to the Committee that she has received completed registration forms for the Wisconsin Counties Association Annual Conference to be held on September 25-27, 2016 in Milwaukee, Wisconsin, and she will submit the registrations to the Wisconsin Counties Association.

The Committee considered and discussed the Claim for Damages submitted by AT&T, wherein it is alleged that an employee of the Dodge County Highway Department, while operating a mower, struck a pedestal, and thereby damaged the pedestal and a buried cable. Motion by Frohling, seconded by Marsik to recommend to the County Board that it disallow the Claim for Damages submitted by AT&T. Motion carried.

Administrator Jim Mielke provided a brief oral report to the Committee regarding the Human Resources and Labor Negotiations Committee meeting to be held on August 2, 2016. Mr. Mielke reported that the Human Resources and Labor Negotiations Committee will be discussing options for potential market adjustments to the compensation plan that would require County Board approval. Mr. Mielke further reported that the adjustments to the compensation plan may have a significant impact on the 2017 budget.

Emergency Management Director Amy Nehls reported that IFERN has been moved to the St. Helena Tower, and the Simulcast project will likely be implemented by the end of August of 2016. Ms. Nehls further reported that an update for DOEM5 and DOHWY1 have been requested as 2017 Capital Improvement projects.

Ms. Nehls provided an oral report to the Committee regarding the NEDA Mine Rescue. Ms. Nehls reported that on Sunday, July 10, 2016, three (3) boys were reported missing and they were all found safe at the NEDA mine, located in the Town of Hubbard. Ms. Nehls further reported that local, state, and federal personnel worked together for a successful rescue operation. Dodge County Sheriff Dale Schmidt reported that the NEDA mine is owned by the University of Wisconsin Milwaukee, and the University of Wisconsin Milwaukee did not request either the District Attorney or law enforcement personnel to initiate trespassing charges against the 3 boys.

Corporation Counsel John Corey provided a brief oral update to the Committee regarding his review of contracts for various departments. Mr. Corey reported that he recently reviewed a proposed Zirmed Agreement and a proposed Experian Health Inc. Agreement. Mr. Corey further reported that these proposed Agreements are related to the current, ongoing implementation of a computerized billing system at the Dodge County Human Services and Health Department.

Chairman Kottke provided a brief oral update to the Committee regarding the UW-Extension Reorganizational Plan. Mr. Kottke reported that there was a special Intercounty Coordinating Committee meeting held on July 27, 2016, in which the current status of the Reorganizational Plan was presented by

DODGE COUNTY EXECUTIVE COMMITTEE

August 1, 2016, 8:30 A.M.

FIRST FLOOR – ROOMS H & I AUDITORIUM

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

Page 3 of 3

Rick Klemme, Dean and Director of Cooperative Extension, University of Wisconsin-Extension, and two representatives from the University of Wisconsin-Extension system. Mr. Kottke reported that a survey will be sent out by the University of Wisconsin-Extension system to all State of Wisconsin elected officials.

Mr. Mielke provide a brief oral update to the Committee regarding the Glacial Heritage Development Partnership (GHDP). Mr. Mielke reported that he should know this week who was chosen as the replacement Executive Director of the GHDP.

Supervisor Miller reported that on July 22, 2016, she attended a meeting of the Judicial and Public Safety Steering Committee of the Wisconsin Counties Association in Madison, Wisconsin. Supervisor Miller distributed to the Committee a document listing topics that were discussed at the meeting.

Supervisor Frohling reported that on July 18, 2016, he attended a meeting of the Taxation and Finance Steering Committee of the Wisconsin Counties Association in Stevens Point, Wisconsin. Supervisor Frohling further reported that he is a member of the Resolutions Committee for the Wisconsin Counties Association.

Supervisor Maly reported that on July 20, 2016, she attended a meeting of the County Organization and Personnel Steering Committee of the Wisconsin Counties Association in Madison, Wisconsin. Supervisor Maly further reported that the meeting included a presentation on the roles of County Board Supervisors.

Supervisor Marsik asked if the Committee will receive updated information regarding the Claim For Damage To Animals. Mr. Kottke stated that Ms. Gibson will meet with Mr. Corey to discuss this matter.

Mr. Kottke stated that Ms. Gibson will send an email to all County Board Supervisors regarding the Governor's decision to prioritize local highway repairs, rather than new highway projects.

Meeting adjourned at 9:35 a.m. by the order of the Chairman.

The next regular meeting is scheduled for **Tuesday, September 6, 2016 at 8:00 a.m.**

Jeff Berres, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.

RESOLUTION NO. 16-16

APPROVING MERGER OF EASTERN SHORES LIBRARY SYSTEM WITH MID-WISCONSIN
FEDERATED LIBRARY SYSTEM

WHEREAS, Ozaukee County and Sheboygan County have partnered to establish a federated public library system known as the Eastern Shores Library System pursuant to Wis. Stat. § 43.15(4); and

WHEREAS, Eastern Shores Library System board has been approached by the Mid-Wisconsin Federated Library System board, the federated library system serving Dodge and Washington Counties, which proposed a merger of the two systems; and

WHEREAS each system board appointed representatives to a Joint Merger Negotiation Committee which evaluated the potential benefits or pitfalls of a merger, and the Committee recommended a merger of the systems; and

WHEREAS, the Eastern Shores Library System board has determined that a merger is in the best interests of both systems and is requesting County approval, a copy of which request is on file with the County Clerk; and

WHEREAS, approval is required of all County Boards impacted by the proposed merger.

NOW, THEREFORE, BE IT RESOLVED that the Ozaukee County Board gives its approval to the merger of the Eastern Shores Library System with Mid-Wisconsin Federated Library System pursuant to the terms of the proposed Merger Agreement, a copy of which is on file with the Clerk.

BE IT FURTHER RESOLVED that the County Clerk is directed to submit certified copies of this Resolution to the Eastern Shores Library System and Mid-Wisconsin Federated Library System and such other entities as may be necessary to effectuate the merger.

Dated at Port Washington, Wisconsin, this 3rd day of August 2016.

SUMMARY: Approving the merger of Eastern Shores Library System with Mid-Wisconsin Federated Library System.

VOTE REQUIRED: Majority

EXECUTIVE COMMITTEE

ESULT:	APPROVED [UNANIMOUS]
MOVER:	K. Geracie, Supervisor District 15
SECONDER:	D. Becker, Supervisor District 7
AYES:	Schlenvogt, Melotik, Rothstein, Becker, Geracie, Hertz

TO WHOM IT MAY CONCERN:

I, Julianne B. Winkelhorst, County Clerk for Ozaukee County, Wisconsin, hereby certify that the foregoing is a true and correct copy of Resolution No. 16-16, adopted by a majority of the Ozaukee County Board of Supervisors on August 3, 2016.

(S E A L) s/Julianne B. Winkelhorst

Julianne B. Winkelhorst
Ozaukee County Clerk

Adopted Vote: Ayes – 23
Nays – 1
Absent - 2

RECEIVED
IN THE OFFICE OF
COUNTY CLERK

AUG 04 2016

DODGE COUNTY, WIS.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

WASHINGTON COUNTY, WISCONSIN

Date of enactment: 8/9/16
Date of publication: 8/18/16

2016 RESOLUTION 26

Approving the Merger of Mid-Wisconsin Federated Library System with Eastern Shores Library System

WHEREAS, Washington County and Dodge County have partnered to establish a federated public library system known as the Mid-Wisconsin Federated Library System pursuant to §43.15(4), Wis. Stats.; and

WHEREAS, Eastern Shores Library System Board, the library system serving Ozaukee and Sheboygan Counties, has been approached by the Mid-Wisconsin Federated Library System Board, the library system serving Dodge and Washington Counties, which proposed a merger of the two systems; and

WHEREAS, each system board appointed representatives to a Joint Merger Negotiation Committee, which evaluated the potential benefits or pitfalls of a merger, and this Negotiation Committee has recommended a merger of the two systems; and

WHEREAS, the Mid-Wisconsin Federated Library System Board has determined that a merger is in the best interest of both systems and is requesting Washington County approval, a copy of said request is on file with the County Clerk; and

WHEREAS, approval is required of all four County Boards impacted by the proposed merger;

NOW, THEREFORE, BE IT RESOLVED by the Washington County Board of Supervisors that this Board approves the merger of the Mid-Wisconsin Federated Library System with the Eastern Shores Library System pursuant to the terms of the proposed Merger Agreement, a copy of which is on file with the County Clerk.

BE IT FURTHER RESOLVED that the County Clerk is directed to submit certified copies of this Resolution to the Eastern Shores Library System and Mid-Wisconsin Federated Library System and such other entities as may be necessary to effectuate the merger.

VOTE REQUIREMENT FOR PASSAGE: Majority

RESOLUTION SUMMARY: Resolution approving the merger of the Mid-Wisconsin Federated Library System with the Eastern Shores Library System.

1 APPROVED:

2 Kimberly A. Nass

3 Kimberly A. Nass, County Attorney

4 Dated 8/11/16

Introduced by members of the ADMINISTRATIVE
COMMITTEE, as filed with the County Clerk.

Timothy C. Michalak

Timothy C. Michalak, Chairperson

5
6 Considered 8/9/16

7 Adopted 8/9/16

8 Ayes 23 Noes Absent 3

9 Voice Vote

10
11 (The County establishes an annual budget for County Library Services and there is no budgetary
12 effect to the County for this merger.)

RECEIVED
IN THE OFFICE OF
COUNTY CLERK

AUG 18 2016

DODGE COUNTY, WIS.

RESOLUTION NO. 16 - 114

A Resolution Opposing The U.W. Cooperative Extension Reorganization Plan.

WHEREAS the U.W. Cooperative Extension System has a proven track record of success over more than 100 years as a single-county-based model for governance, locally-set tax levy contribution and county-determined educational program priorities under the oversight of a county committee designated by the county board, and

WHEREAS a Reorganization Plan for the U.W. Cooperative Extension was approved by U.W. Chancellor Sandeen on February 10th, 2016 and the process used to develop this Plan was flawed as there was inadequate provision for meaningful input and consideration of county concerns and, furthermore, the Plan calls for a drastic change in rural county Extension programs, shifts a greater portion of Extension resources to urban areas, reduces educator positions in rural counties and adds a new layer of administrative overhead not accountable to county boards, and

WHEREAS the Plan jeopardizes the partnership between the U.W. System and Wisconsin counties, a partnership built on communication, collaboration and engagement and Wisconsin counties, including Richland County, are unlikely to continue the current level of county tax levy support for the Extension in future years if direct educational services are significantly decreased, thereby making the U.W. Cooperative Extension financially unsustainable.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the County Board hereby expresses its opposition to the U.W. Cooperative Extension Reorganization Plan which was approved by Chancellor Sandeen on February 10th, 2016, and

BE IT FURTHER RESOLVED that the County Clerk is hereby directed to send a copy of this Resolution to all Wisconsin County Clerks, to the Wisconsin Counties Association, to Governor Scott Walker, to University President Ray Cross, to all members of the U.W. Board of Regents and to all State legislators whose districts include any portion of Richland County, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES _____ NOES _____

RESOLUTION Adopted _____

Victor V. Uleach
COUNTY CLERK

DATED August 16, 2016 _____

RESOLUTION OFFERED BY THE AGRICULTURE
AND EXTENSION EDUCATION COMMITTEE

FOR AGAINST

<u>Paul Krumm</u>	<u>x</u>
<u>Walter Steiner</u>	<u>✓</u>
<u>Marilyn Marshall</u>	<u>✓</u>
<u>Larry Schaefer</u>	<u>✓</u>
<u>Heidi</u>	<u>✓</u>

RECEIVED
IN THE OFFICE OF
COUNTY CLERK

AUG 24 2016

DODGE COUNTY, WIS.

SHEBOYGAN COUNTY RESOLUTION NO. 14 (2016/17)

Re: Approving Merger of Eastern Shores Library System with
Mid-Wisconsin Library System

WHEREAS, Sheboygan County and Ozaukee County have partnered to establish a federated public library system known as the Eastern Shores Library System pursuant to Wis. Stat. § 43.15(4), and

WHEREAS, Eastern Shores Library System board has been approached by the Mid-Wisconsin Library System board, the federated library system serving Dodge and Washington Counties, which proposed a merger of the two systems, and

WHEREAS each system board appointed representatives to a joint Merger Committee which evaluated the potential benefits or pitfalls of a merger, and the Committee recommended a merger of the systems, and

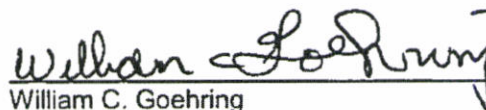
WHEREAS, the Eastern Shores Library System board has determined that a merger is in the best interests of both systems and is requesting County approval, a copy of which request is on file with the County Clerk, and

WHEREAS, approval is required of all County Boards impacted by the proposed merger;

NOW, THEREFORE, BE IT RESOLVED that the Sheboygan County Board gives its approval to the merger of the Eastern Shores Library System with the Mid-Wisconsin Library System pursuant to the terms of the proposed Merger Agreement, a copy of which is on file with the Clerk.

BE IT FURTHER RESOLVED that the County Clerk is directed to submit certified copies of this Resolution to the Eastern Shores Library System and Mid-Wisconsin Library System and such other entities as may be necessary to effectuate the merger.

Dated this 19th day of July, 2016.


William C. Goehring

STATE OF WISCONSIN) I, Jon Dolson do hereby
COUNTY OF SHEBOYGAN) certify that the above is a
true and correct copy of the original on file in the office of the
County Clerk and that it was adopted by the County Board of
Supervisors on this date.

Date: 08-16-2016
(Seal)


County Clerk

KAREN J. GIBSON
Dodge County Clerk
kgibson@co.dodge.wi.us

Administration Building
127 East Oak Street, Juneau WI 53039
920-386-3605 / Fax: 920-386-4292



SHELBY J. MILLER
Chief Deputy
smiller@co.dodge.wi.us

CHRISTINE M. KJORNES
Deputy
ckjornes@co.dodge.wi.us

MEMO TO: Executive Committee
Russell Kottke, Chairman

FROM: Karen J. Gibson, County Clerk *KJ*

RE: Award Bid for Printing 2016 Dodge County Plat Book

DATE: September 6, 2016

Dodge County will produce a new plat book for release in November of 2016. On August 1, 2016, I sent a letter soliciting bids for the printing of the 2016 Dodge County Plat Book to four printers. I received the following bids:

- | | | |
|-------------------------------------|-----------|---------------------------------|
| 1. Westphal Printing of Brownsville | 800 books | \$6,238.23 |
| 2. Digital Printing of Oshkosh | 800 books | \$6,000.00 |
| 3. Farm & Home Publishers of Iowa | 800 books | \$6,500.00 (did not meet specs) |
| 4. JP Graphics of Appleton | 800 books | \$2,820.00 |

Based on the bids, I recommend awarding the bid to JP Graphics.

Thank you.

83410
ABUDGET
B01BUDANAL

DODGE COUNTY, WISCONSIN
2017 Department Budget Report Analysis
Detail Rev & Expend By Business Unit
FOR COUNTY BOARD - EXECUTIVE COMMITTEE

1
08/24/16
15:28:59

Description	ACTUALS 2015	ADOPTED 2016	6 MO. ACT. 2016	ESTIMATED 2016	PRELIMINRY 2017	ADMINISTR 2017	ADMIN TO PRIOR YR BUDGET CHANGE
00100 GENERAL FUND							
101 COUNTY BOARD							
R REVENUE							
4781.01 Co. Meeting Pay	23,970-	26,000-	13,781-	27,500-	27,500-	27,500-	1,500-
4921.03 Sales & Use Tax	0	66,500-	0	66,500-	0	0	66,500
R REVENUE	23,970-	92,500-	13,781-	94,000-	27,500-	27,500-	65,000
X EXPENSE							
5121 Wages-Permanent-Regular	12,000	12,000	6,000	12,000	12,000	12,000	0
5141 Social Security/Medicare	8,147	8,599	3,886	8,599	8,599	8,599	0
5146 Worker's Compensation In	381	189	188	189	189	189	0
5151 Meeting Pay	155	100,400	0	96,000	96,000	96,000	4,400-
5151.31 County Board Se	20,560	0	8,675	0	0	0	0
5151.32 Executive Commi	4,060	0	2,130	0	0	0	0
5151.33 UW-Extension Ed	1,845	0	1,385	0	0	0	0
5151.34 Audit Committee	5,520	0	2,760	0	0	0	0
5151.35 Information Tec	2,470	0	1,130	0	0	0	0
5151.36 Building Commit	3,015	0	1,280	0	0	0	0
5151.37 Finance Committ	4,895	0	1,780	0	0	0	0
5151.39 Land Conservati	5,615	0	2,020	0	0	0	0
5151.41 Hum Res & Labor	6,380	0	3,215	0	0	0	0
5151.42 Planning & Deve	2,930	0	1,645	0	0	0	0
5151.43 Railroad Consor	300	0	50	0	0	0	0
5151.44 Law Enforcement	2,760	0	1,530	0	0	0	0
5151.45 Taxation Commit	4,595	0	1,945	0	0	0	0
5151.52 Community Optio	100	0	0	0	0	0	0
5151.53 Aging Advisory	855	0	300	0	0	0	0
5151.55 Courtroom Secur	350	0	200	0	0	0	0
5151.56 Human Services	4,505	0	1,520	0	0	0	0
5151.60 Intercounty Coo	851	0	500	0	0	0	0
5151.62 Community Actio	950	0	450	0	0	0	0
5151.63 Land Informatio	1,230	0	970	0	0	0	0
5151.64 Housing Authori	3,270	0	1,735	0	0	0	0
5151.67 ADRC Governing	500	0	200	0	0	0	0
5151.70 Civil Services	2,815	0	1,995	0	0	0	0
5151.71 Highway BU3111	8,475	0	3,650	0	0	0	0
5151.72 Health Faciliti	3,570	0	2,235	0	0	0	0
5151.73 Veterans BU5301	155	0	0	0	0	0	0
5151.74 Library Plannin	400	0	100	0	0	0	0
5151.75 Board of Adjstm	3,015	0	1,075	0	0	0	0
5151.76 MCHA	200	0	50	0	0	0	0
5151.77 External Audit	205	0	0	0	0	0	0
5299 Sundry Contractual Servi	185	0	0	0	0	0	0
5312 Office Supls & Small Equ	360	100	372	400	400	400	300
5321 Publication of Legal Not	620	650	251	650	650	650	0
5322 Newspapers & Periodicals	280	280	200	200	200	200	80-
5324 Membership Dues	13,187	13,087	13,087	13,087	13,087	13,087	0
5325 Registration,Tuition	1,590	1,525	300	1,525	1,525	1,525	0
5327 Maps and Plat Books	0	264	0	165	0	0	264-
5332 Automobile Allowance	32,010	31,500	13,819	31,500	31,500	31,500	0
5335 Meals	184	500	65	300	250	250	250-

83410
ABUDGET
B01BUDANAL

DODGE COUNTY, WISCONSIN
2017 Department Budget Report Analysis
Detail Rev & Expend By Business Unit
FOR COUNTY BOARD - EXECUTIVE COMMITTEE

2
08/24/16
15:28:59

Description	ACTUALS 2015	ADOPTED 2016	6 MO. ACT. 2016	ESTIMATED 2016	PRELIMINARY 2017	ADMINISTR 2017	ADMIN TO PRIOR YR BUDGET CHANGE
00100 GENERAL FUND							
101 COUNTY BOARD							
X EXPENSE							
5336 Lodging	1,791	2,200	852	2,625	2,100	2,100	100-
5338.53 Aging Advisory	178	0	0	0	0	0	0
5471 Co. Mail Services	1,275	1,100	633	1,100	1,200	1,200	100
5473 Co. Reproduction Service	2,635	2,300	821	2,400	2,400	2,400	100
5475 Co. Telephone Services	242	30	3	30	30	30	0
5736 Memorial Awards	50	55	0	50	50	50	5-
5818 Computer Equipment	0	66,500	66,200	66,200	0	0	66,500-
X EXPENSE	171,661	241,279	151,202	237,020	170,180	170,180	71,099-
101 COUNTY BOARD	147,691	148,779	137,421	143,020	142,680	142,680	6,099-
131 EAST WI COS RAILROAD CONSOR							
X EXPENSE							
5728 Matching Grant Contribut	25,000	25,000	25,000	25,000	25,000	25,000	0
X EXPENSE	25,000	25,000	25,000	25,000	25,000	25,000	0
131 EAST WI COS RAILROAD CONSOR	25,000	25,000	25,000	25,000	25,000	25,000	0
00100 GENERAL FUND	172,691	173,779	162,421	168,020	167,680	167,680	6,099-

83410
ABUDGET
B08BUDANAL

DODGE COUNTY, WISCONSIN
2017 Department Budget Report Analysis
Detailed Rev & Expend By Business Unit
FOR COUNTY ADMINISTRATOR-EXEC COMM

1
08/24/16
15:29:09

Description	ACTUALS 2015	ADOPTED 2016	6 MO. ACT. 2016	ESTIMATED 2016	PRELIMINRY 2017	ADMINISTR 2017	ADMIN TO PRIOR YR BUDGET CHANGE
00100 GENERAL FUND							
801 COUNTY ADMINISTRATOR							
X EXPENSE							
5121 Wages-Permanent-Regular	93,979	111,520	50,300	112,332	117,390	117,390	5,870
5131 Non-Productive Pay	12,793	0	4,279	0	0	0	0
5141 Social Security/Medicare	7,944	8,533	4,048	8,595	8,982	8,982	449
5142 WI Retirement-Employer S	7,257	7,360	3,602	7,414	7,982	7,982	622
5144 Hospital\Health Insuranc	16,499	17,581	8,748	17,581	18,636	18,636	1,055
5145 Life Insurance	97	96	49	96	100	100	4
5146 Worker's Compensation In	128	133	66	134	140	140	7
5149 Dental Insurance	1,051	1,051	526	1,051	1,059	1,059	8
5225.112 Mobile Service	0	0	173	0	0	0	0
5249 Computer Maint & Repair	83	50	37	50	50	50	0
5312 Office Supls & Small Equ	62	60	12	50	50	50	10-
5322 Newspapers & Periodicals	5	5	0	0	0	0	5-
5324 Membership Dues	1,258	1,300	1,279	1,279	1,325	1,325	25
5325 Registration Fees & Tuit	175	315	0	75	250	250	65-
5332 Automobile Allowance	166	350	0	75	150	150	200-
5335 Meals	0	24	0	0	0	0	24-
5413 Co. Flex Spending Adm Al	55	0	22	44	0	0	0
5471 Co. Mail Services	18	75	55	75	75	75	0
5473 Co. Reproduction Service	243	300	66	275	275	275	25-
5475 Co.Telephone Services	717	750	156	750	750	750	0
X EXPENSE	142,530	149,503	73,418	149,876	157,214	157,214	7,711
801 COUNTY ADMINISTRATOR	142,530	149,503	73,418	149,876	157,214	157,214	7,711
803 VEHICLE DEDUCTIBLE							
X EXPENSE							
5414 Co. Liability Ins Alloca	5,000	10,000	2,452	4,900	5,000	5,000	5,000-
X EXPENSE	5,000	10,000	2,452	4,900	5,000	5,000	5,000-
803 VEHICLE DEDUCTIBLE	5,000	10,000	2,452	4,900	5,000	5,000	5,000-
804 RISK MANAGEMENT							
X EXPENSE							
5324 Membership Dues	385	385	385	385	385	385	0
X EXPENSE	385	385	385	385	385	385	0
804 RISK MANAGEMENT	385	385	385	385	385	385	0
805 PROPERTY & LIABILITY INSURA							
X EXPENSE							
5511 Insurance on Buildings	8,934	17,700	2,566-	4,568	4,568	4,568	13,132-
5512 Vehicles & Equip Liab.In	287	296	287	287	287	287	9-
5513 General Liability Insura	28,890	29,757	36,430	36,430	36,430	36,430	6,673

83410
ABUDGET
B08BUDANAL

DODGE COUNTY, WISCONSIN
2017 Department Budget Report Analysis
Detailed Rev & Expend By Business Unit
FOR COUNTY ADMINISTRATOR-EXEC COMM

2
08/24/16
15:29:09

Description	ACTUALS 2015	ADOPTED 2016	6 MO. ACT. 2016	ESTIMATED 2016	PRELIMINRY 2017	ADMINISTR 2017	ADMIN TO PRIOR YR BUDGET CHANGE
00100 GENERAL FUND							
805 PROPERTY & LIABILITY INSURA							
X EXPENSE							
5515 Boiler Ins/Equip Failure	2	0	3	2	2	2	2
5517 Equipment & Vehicles	70	113	16	33	33	33	80-
5522 Employee Bonds	614	632	620	620	620	620	12-
X EXPENSE	38,797	48,498	34,790	41,940	41,940	41,940	6,558-
805 PROPERTY & LIABILITY INSURA	38,797	48,498	34,790	41,940	41,940	41,940	6,558-
806 GENERAL LIABILITY-SELF INSU							
X EXPENSE							
5261 Insurance Claims Adjusti	32,563	75,000	544	25,000	75,000	75,000	0
5262 Safety & Loss Control	0	10,000	0	5,000	10,000	10,000	0
5414 Co. Liability Ins Alloca	229,521-	235,000-	231,196-	231,196-	235,000-	235,000-	0
5561 Insured Claims Paid	49,702	150,000	11,441	35,000	0	0	150,000-
5562 Accrued Known Claims	7,702	0	0	0	150,000	150,000	150,000
X EXPENSE	139,554-	0	219,211-	166,196-	0	0	0
806 GENERAL LIABILITY-SELF INSU	139,554-	0	219,211-	166,196-	0	0	0
808 WMMIC LIABILITY INSURANCE							
R REVENUE							
4788.01 WMMIC Liability	165,028-	184,000-	152,423-	152,423-	155,000-	155,000-	29,000
4818.081 WMMIC Liab Ins	104,575-	100,000-	0	100,000-	100,000-	100,000-	0
R REVENUE	269,603-	284,000-	152,423-	252,423-	255,000-	255,000-	29,000
X EXPENSE							
5527 Excess Insurance	240,028	284,000	252,423	252,423	255,000	255,000	29,000-
X EXPENSE	240,028	284,000	252,423	252,423	255,000	255,000	29,000-
808 WMMIC LIABILITY INSURANCE	29,575-	0	100,000	0	0	0	0
00100 GENERAL FUND	17,583	208,386	8,166-	30,905	204,539	204,539	3,847-

Dodge County Continuity of Operations (COOP)

Functional Exercise

850 Mallard Drive Mayville, WI

Dodge County

June 20, 2016

After-Action Report/Improvement Plan

July 26, 2016

Prepared by:

Ed Sheppard
Exercise & Training Officer
Wisconsin Emergency Management
608-575-4852
ed.sheppard@wisconsin.gov

Executive Summary.....	3
Exercise Overview.....	6
Exercise Purpose and Design	6
Core Capabilities-Associated Objectives	6
Scenario Hazard-Associated Consequences.....	7
Participating Organizations	7
Analysis of Exercise Core Capability Performance	8
Core Capability-1- Community Resilience	8
Core Capability-2- Operational Communication	13
Appendix A: Improvement Plan.....	17
Appendix B: Participant Feedback Summary	21
Appendix C: Diagram of Mayville Highway Shop	24
Appendix D: Draft of Phase in COOP plan for Departments	26
Appendix E: County Department Test Scripts	28
Appendix F: Participant Sign In Sheet	30

Executive Summary

This functional exercise was the logical progression from the Continuity of Operations (COOP) tabletop exercise that was held on December 16, 2015. The December 2015 tabletop was a very productive exercise from the standpoint that all aspects of Dodge County government were represented and contributed to the discussion on how the alternate Mayville site would need to be organized and what agencies moving there would need to have and to function. A list prioritizing locations of departments at Mayville and which agencies would need to respond in the first hours and days was also discussed and Dodge County Emergency Management then established a diagram and draft of a plan (Appendix C & D). In general the discussion and ideas and issues developed at the tabletop exercise were very productive and Dodge County Emergency Management, Dodge County Highway Department, and the Dodge County I.T. staff worked to develop and implement the technology that would be needed at the Mayville Highway Shop.

As a result of this planning and work the functional exercise on June 20th was developed in an effort to evaluate the progress that the county had made and to further identify issues that remain. In essence, this exercise revolved around only two core capabilities which were **Community Resilience and Operational Communications**. The goals and objectives of the exercise was to take the discussion from the tabletop exercise and put those discussions into action by notifying the Dodge County departments to report to the Mayville site and do an initial set up of their offices. In an effort to evaluate the process Dodge County I.T. gave each department a check list of things that they wanted all departments to test during the exercise (Appendix E.)

It needs to be pointed out that the design team knew there would be some issues that would surface and there was no attempt to portray to the Dodge County staff that participated that the process was complete and ready to function without issues. Rather, this exercise was designed to move the process from the discussion stage to the beginning of the implementation stage and to give the participants a feel for how the process they outlined in the tabletop would be implemented. From this standpoint the exercise was a success and comments of the participants indicated that. There is more work to be done on the COOP plan but this was a significant step.

A functional exercise is a “hands on” command-level performance designed to validate and evaluate the current readiness level of command capability by agency staff members involved in management, direction, and command & control operations. In a functional exercise, emergency events are simulated by message injects into an Incident Command Post or/and Emergency Operations Center that require timely & actual command and/or support decisions utilizing the actual emergency operations plan and actual available resources. A functional exercise is conducted in a real time environment; however the physical movement of actual personnel and resources in the field is completely simulated.

In this exercise, participants specifically assessed the following core capability activity performance:

Core Capability	Target Capability
Community Resilience	Community Preparedness & Participation
Operational Communications	Communications

June 20, 2016 (Tuesday)

The scenario for this functional exercise was not a major component and as a result the scenario that was used for this functional exercise was basically the same as was used for the tabletop exercise. The significant point was that some sort of event caused Dodge County to implement their Continuity of Operations Plan (COOP). The staff in Dodge County was given notice that sometime on June 20th they would be notified to implement the COOP plan. This allowed the Dodge County Departments to assure that normal business in Juneau would still be able to be conducted but yet give implementation of the COOP plan a fair evaluation and give the participants a feel for and the ability to identify issues and concerns that they would face in a real-life event.

Dodge County has had storms all weekend moving through the area and then on late Sunday evening a number of tornados hit Dodge, Dane and Columbia Counties. The tornados that struck Dodge County did the most damage in Juneau and a number of the county buildings received severe damage and responders and officials on the scene of the damage determined that many of the county buildings will not be able to be occupied for several days and perhaps weeks.

***For purposes of this discussion today we are going to assume that response agencies from your county and mutual aid partners while extremely busy are dealing with all the life and safety issues that would occur in this type of event scenario.*

The Jail and Clearview (the nursing home) were struck however they have separate evacuation/relocation plans so they will NOT be the focus of the exercise.

According to the Continuity of Operations Plan the Mayville Highway Shop will need to become the temporary center of much of Dodge County Government.

At the completion of the exercise, participants discussed the outcome of the exercise and identified numerous strengths and areas for improvement in how participant agencies could perform their emergency plans and procedures to implement the core capability activities in response to the scope of scenario challenges. These identified strengths and areas for improvement are captured in this After Action Report (AAR) and document suggested corrective actions for improvement.

Strengths:

In general the core capability strengths identified in this exercise were:

- There has been and continues to be a strong commitment to the Dodge County Continuity of Operations Plan (COOP) on the part of the Dodge County Administration and departments in the county.
- This exercise helped to demonstrate that the Mayville Highway Shop is a good choice as the alternative site. It's large enough and has office areas that can be planned for and used.
- The Dodge County I.T. Department having their staff at the ready to assist departments participating in the exercise was very useful and helped reduce frustration.
- The ability to use CodeRed and summon the departments was a good demonstration for the participants.
- As a result of this exercise more issues were identified that will allow the planning process to continue and improve.
- Many of the plans that were developed as a result of the tabletop exercise in December of 2015 proved viable.

Areas for Improvement:

In general, the areas for improvement identified in this exercise were:

- While much of the internet availability seemed to work the system was slow and some areas containing data could not be accessed which still leaves planning and work to be done.
- A traffic and flow pattern for the public for the Mayville Highway facility needs to be refined and developed further including signage developed.
- Employees need to take more responsibility to update CodeRed and some way to update the data base needs to be discussed.
- Lack of tables and chairs were identified as a concern as was making sure heat and air conditioning will be operable.
- An inventory of how many departments may be working in other locations away from Mayville or at home needs to be done because this will affect the plans moving forward for the Mayville Highway Shop.
- Pre-planning in the form of checklists, or quick startup guides could be helpful as well as having office supplies and items for each department stored at the Mayville Highway Shop.

Comments received from the exercise participants, and exercise facilitators supported that the functional exercise was highly successful in assessing participant agencies strengths & areas for improvement to discuss and implement a continuity of operations plan.

Exercise Overview

Exercise Name: Dodge County Continuity of Operations (COOP) Functional Exercise

Exercise Time/Date/Location:

1:00 p.m. June 20, 2016 Dodge County Highway Shop at Mayville WI

Purpose of Exercise:

The purpose of the functional exercise was to address alignment of policy & procedures for the participating entities. The exercise was based on a large scale weather event/tornado that strikes the center of Juneau, WI and renders several of the key Dodge County buildings temporarily uninhabitable and therefore causes Dodge County to implement their Continuity of Operations Plans (COOP).

This functional exercise was a follow up, to a number of tabletop exercises and a full scale exercise that have been done since 2010, in an effort to allow key decision makers a chance to review the progress that has been made (on improvement actions as a result of the previous exercises) and to identify issues that may need to be addressed. Due to issues identified in the previous exercises, the Mayville Highway Shop has been added as the alternative administration building (COOP site). Discussion on the current plans for the COOP site as well as issues that will confront people responding to that location was a main focus of this functional exercise. The exercise focused on the following core capabilities: Community Resilience, Operational Coordination, Operational Communications, and Planning.

The exercise conformed to the Office Domestic Preparedness and Office of Justice Assistance Homeland Security Evaluation Program (HSEEP).

The exercise was NIMS-compliant incorporating the use of an Incident Command structure to manage the event and the Homeland Security Exercise and Evaluation Program (HSEEP).

EPCRA Credit N/A

Core Capabilities-Exercise Objectives:

Core Capability	Exercise Objectives
Community Resilience	<ul style="list-style-type: none">Implement the current plans and procedures that are in place should the continuity of operations plan need to be implemented. <p>Including:</p> <ul style="list-style-type: none">Respond to a notification to move county offices to the Mayville Highway Shop

	<p>according to the Dodge County COOP plan.</p> <ul style="list-style-type: none"> • Move Dodge County Departments to the alternate site which is the Mayville Highway Department and render each department operational. • Coordinate community preparedness & participation • Implement, exercise, and maintain plans to ensure Continuity of Operations (COOP) • Conduct Continuity of Operations (COOP) and Continuity of Government (COG)
Operational Communications	<p>Demonstrate the ability to:</p> <ul style="list-style-type: none"> • Respond to the immediate incident alert & notification issued by Dodge County Emergency Management and proceed to the Mayville Highway Shop prepared to make departments operational. • Establish and maintain interoperable voice, data, and video communications. • Use all communications available to the Dodge County administration and staff in an effort to coordinate the continuity of operations plan (COOP).

Scenario Hazard or Threat:

Severe Weather-Tornados

Sponsoring Agencies:

Dodge County Emergency Management

Participating Organizations:**Local:****County:**

- Dodge County Departments –Finance, IT, Human Services & Health Department, County Clerk, Medical Examiner, Land Resources & Parks, Central Service, Human Resources, Register of Deeds, Highway Department, Sheriff's Department, Emergency Management, Corporation Counsel, Land Conservation, Family Court Counseling, Child Support, Maintenance

State:

- Wisconsin Emergency Management, UW-Extension

Total Number of Exercise Participants: 32

Analysis of Exercise Core Capability Performance

Aligning exercise objectives and core capabilities provides a consistent taxonomy for evaluation that transcends individual exercises to support preparedness reporting and trend analysis. Table 1 includes the exercise core capabilities with associated overall performance ratings (P, S, M, or U) as evaluated in the exercise.

Table 1-Summary of Core Capability Performance

#	Core Capability Performance	Performed without Challenges (P)	Performed with Some Challenges (S)	Performed with Major Challenges (M)	Unable to be Performed (U)
1	Community Resilience		S		
2	Operational Communications		S		

Rating Definitions

Performed without Challenges (P)

Objectives were effectively performed and conducted in accordance with applicable plans, procedures and laws.

Performed with Some Challenges (S)

Objectives were achieved and conducted in accordance with applicable plans, procedures and laws. However, opportunities to enhance effectiveness and/or efficiency were identified.

Performed with Major Challenges (M)

Objectives were achieved, but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other objectives; contributed to health/safety risks for public or response workers; and/or was not conducted in accordance with applicable plans, procedures and laws.

Unable to be Performed (U)

Objectives were not able to be achieved or the objectives were not tested to exercise time constraints or safety considerations/decisions.

The following section provides detailed analysis of the performance related to each of the exercise Core Capabilities and associated exercise objectives, highlighting strengths and/or areas for improvement for each Core Capability

Core Capability 1 – Community Resilience:

Description - Facilitate an integrated effort to recognize, understand, communicate, plan, and address risks so that the community is fully aware, trained, and practiced on how to prevent, protect/mitigate, prepare for, and respond to all threats and hazards to improve resilience.

Objective 1: Discuss the current plans and procedures that are in place should the continuity of operations plan need to be implemented.

Discuss the ability to:

Objective 2: Coordinate community preparedness & participation

Objective 3: Implement, exercise, and maintain plans to ensure Continuity of Operation (COOP)

Objective 4: Conduct Continuity of Operations (COOP) and Continuity of Government (COG)

Observations:

- This was a large undertaking on the part of Dodge County to do this exercise and the fact that that all entities participated was a key component.
- The exercise allowed to staff to visit the site and understand the limitations and advantages.
- Several participants indicated that there was good space at the Mayville site to set up and operate in.
- The exercise allowed participants to evaluate how many staff may be needed.
- Preparation of Emergency Government staff to have everything organized
- Correct personnel attending
- Organization, usable space, easy access
- Excellent building
- Able to determine if additional materials or items are needed
- Able to see & find out where things located
- Allowed us to find our place/set up office for disaster
- Ease of support – connection with other departments
- I only observed and therefore, not really able to answer. It did help to understand the general plan and functioning of the site, especially if my Dept. actually ends up in that site.
- There was a lack of chairs perhaps we need to consider bringing lawn chairs?
- It was warm in there and air conditioning would have helped.
- Better signage in a real event (both 4 employee and public)
- What if I do not have my laptop?
- I need to update what is in the binder to the jump drive so I can carry it with me
- No access to AS400 for cash receipting
- No calculator, but could use computer/Excel if necessary
- Seating, functional A/C, full CISCO VPN access to use all software applications
- Slow internet
- More printers
- Realized that Medical Examiner secretary/extra comp needs software
- A piece of paper on the desks to designate the space – some people seemed confused by the maps, plus the individual who reports to that site may not be the person who actually was there today
- Room #s on maps on door too
- Document endorsement printer
- Need to bring more pens, paper, office supplies. May need a power strip

- For me, I will need to make provisions for no access to AS400; possibly do a spreadsheet, so money can be accounted for and deposits done timely
- Printer needed closer to HR for confidential reasons
- Medical Examiner needs to look at additional equipment for support staff
- Sheriff needs firm plan regarding any personnel that will remain with Mayville and what their responsibilities will be
- This facility/area will work for us but we are part of the Court system and are not sure this is where we will end up
- Password list – developed

Analysis:

This exercise was very unique because it sought to make department heads and employees a part of the process in making the Continuity of Operations Plan operational. The tabletop in December involved good discussion but this exercise put many of the ideas and plans to an operational test. The exercise was announced by the use of CodeRed and that in and of itself was a good tool to evaluate. The design team wanted to avoid too many people arriving at the same time and causing confusion and a lot of standing around, so the CodeRed messages went out in phases (in a kind of time jump) where the Day 1 thru Day 3 departments were summoned to the Mayville Highway Shop at approximately 1:35pm and by about 1:50pm those in the group were working to set up their work stations. Once the first wave of departments began to be established, a time jump was done, and the rest of the departments, those listed in days 4 thru 8, were paged via CodeRed and repeated the process. Each department that responded was given a task checklist developed by the I.T. Department that they worked on during the exercise.

It was obvious that the I.T. staff made a major commitment in time and money to this functional exercise and the availability of the I. T. staff to assist the department heads did not go unnoticed, by the participants in the exercise. It was clear by the end of the exercise that having the I.T. staff there greatly aided the setting up of the Mayville Highway Shop, as the simulated seat of government. Many of the participants talked about this exercise as being useful as planning for them and getting a feel for what the COOP plan was other than a document.

One thing that became apparent during the exercise at the Hotwash and in reviewing the participant feedback forms was that while there were some issues with the Mayville facility, none of the issues that were noted made the participants and county officials feel that the Mayville Highway Shop could not function well in a COOP situation. There were some issues with the internet being slow, perhaps because of the bandwidth, the lack of air conditioning in the 2nd level, and the fairly simple issue that was commented on by several participants that there were not enough chairs. Overall this first effort to activate the facility as an alternative administrative building was generally very successful and the participants seemed to be generally impressed with the plan and the facility. This is not to say that there are not things in planning and equipment as well as organization and exercise that cannot be improved and some of those improvement actions are noted in this after-action report.

Strength Area(s):

Planning/Organization-

Planning/Organization Strengths-

- The tabletop exercise which was the first in this series of exercises in December of 2015 in many ways served as a planning meeting to propel the process forward. Many of the recommendations discussed during that exercise have been incorporated into the COOP plan.
- Having a diagram of the Mayville Highway Shop developed at the tabletop exercise and having it posted during the functional exercise helped eliminate confusion.
- The Dodge County Information Technology Department (I.T.) made the preparation for the functional exercise a priority and on at least two occasions went to the Mayville Highway Shop to test the technology that they put in place.
- Information Technology, the Highway Department, and Emergency Management have taken a lead role in initial planning operations for the Mayville COOP facility.
- While the offices are rented by a private company, for daily use, there appears to be an understanding that in an emergency some sort of emergency accommodation needs to be made on the part of the company and Dodge County.
- This project would not have moved as far as it has if it was not a high priority on the part of the highest levels of Dodge County government who have supported and encouraged the COOP plan. That has in turn translated into support among all the Dodge County Departments.
- There was good internal discussion during the exercise on how and when personnel would be deployed to the COOP facility as well as the possibility for some agencies to work at remote facilities.

Equipment-

Equipment Strengths-

- One of the biggest strengths is the fact that the Mayville Highway Shop is a large facility and the floor plan is very workable for setting up of temporary county departments. In addition it that there are areas that can be made accessible to the public.
- The Dodge County I.T. staff has worked to make the accessibility of the internet a priority of the COOP plan.
- Many of the participating departments commented that this exercise allowed them to look at equipment and supplies that they would need to bring in a COOP event.
- Some participants compared the Mayville Highway Shop with the previous COOP site and noted that the Mayville Shop was a much more user friendly location for the departments as well as the public.

Exercising-

Exercising Strength-

- This exercise was unusual in that while most agencies have Continuity of Operations Plans rarely are they exercised. This exercise, while modest in its goals and objectives, sets the tone for future exercises.

Improvement Area(s):**Planning/Equipment-
Improvement Actions-
Equipment-**

1. One of the biggest concerns on the part of the participants is a very easy fix and that is that clearly in a COOP event there will be a need for more chairs and tables for those working at the Mayville Highway Shop. That can be made part of future planning as the county may have a cache of chairs and tables that can be stored in Mayville at the Highway Shop.
2. The second level of the Mayville Shop was quite warm and there was much concern about if it was air conditioned. Brian from the highway department noted *"I will research the HVAC controls to learn how to chill the 2nd floor mezzanine as needed – thanks, Brian"* It sounds like that is an issue that can be resolved.
3. Actually activating the facility during the exercise will go a long way toward planning both on the part of Emergency Management, Dodge County I.T., Highway Department and individual participants. Things such as more signage, especially when the public will be arriving, making sure there are I.T. staff available and the development of go bags and or boxers that can be taken to the Highway Shop all are areas that can be developed.
4. There was some mention during the Hotwash that equipment such as notebooks, pens, pencils and forms could be put in a box and stored in a location at the Mayville Shop similar to the way some Emergency Operations Centers utilize bins for pre-planned storage. This may have merit but would need to be worked out with the Highway Department.
5. The test scripts that were used by the I.T. staff for each department was an excellent idea. Another future planning tool could be the development of checklists or quick start guides for opening the COOP location and could be a handy reference guide for departments as they arrive at the COOP location.
6. Some of the participants seemed to feel there may have been a need for more printers. A review of the exercise and the location may want to be done in an effort to see if more printers are needed or if there could be a plan developed on how to get more printers to the Highway Shop in a real-life event including a document endorsement printer.

7. It was unclear during this exercise as to if there is a written agreement with the private business that shares the facility on what needs to occur in a real-life COOP event and if there is a not such a document it may need to be considered to avoid negative issues in a real-life event.

Organization- Improvement Actions-

8. Most of the feedback from the departments that responded in this exercise seemed to be that the plans that grew out of the tabletop exercise regarding location of offices and the order of arrival of departments was good. There may be some tweaks that need to be done. There continues to be concern on the part of the departments that work with state related entities that where they will be located is still in a state of flux. More planning and organization needs to be done in that regard.
9. There are additional agencies and departments that would be housed at different locations, such as the Sheriff's Department but who may still want a liaison at Mayville and who that is and how it would be determined may require more planning.
10. Several of the participants mentioned they could work from remote or other locations rather than the Highway Shop. If that's the case hopefully this exercise will spur those entities to develop plans and procedures to do this and then make sure that it is made part of the overall COOP plan. This could eliminate a lot of confusion in a real-life event.
11. A more extensive traffic flow plan for the public and people who will be coming to the COOP location needs to be developed. Things such as employee entrance, vendors and deliveries and how the public is routed through the facility are things that need to be developed further.

Training/Exercising- Improvement Actions-

12. This functional exercise was very unique as COOP plans seldom get evaluated to this extent and the results of this exercise should improve the overall planning and organization of the COOP plan. This should not be just a onetime event and future targeted drills or exercises may want to be considered as technology and employees change.

Core Capability 2 - Operational Communications

Description - Establish and maintain adequate internal, external and interoperable communications systems and protocols to support emergency response & recovery operations.

Demonstrate the ability to:

Objective 1: Respond to the immediate incident alert & notification issued by Dodge County Emergency Management and proceed to the Mayville Highway Shop prepared to make their departments operational.

Objective 2: Establish and maintain interoperable voice, data and video communications

Objective 3: Use all communications available to the Dodge County administration and staff in an effort to coordinate the continuity of operations plan.

Observations:

- Most had connectivity – slow but able to access most
- Printing was -- good representation
- Laptop worked
- Networks worked
- IT help was excellent
- It went a lot smoother than I thought it was going to
- Once I was on the network I was able to open all of my programs
- Capability of IT Dept. staff to get us “up & running” as quickly as we did
- Solid cell service
- Very organized
- IT problems addressed/identified quickly
- Even though it was slow to start, everything worked
- Get e-mail
- Printer worked
- IT staff accommodating, extremely
- Internet speed – but not a huge issue
- Keep constant communication with all staff in attendance
- For me, I will need to make provisions for no access to AS400; possibly do a spreadsheet, so money can be accounted for and deposits done timely
- Data connection too slow
- Internet access limited, worked better with CISCO
- I only tested ability to connect to network
- No connection to CAD – I did connect to wireless for other resources
- Need access to state site

Analysis:

Communications in this exercise generally consisted of the CodeRed initial call to all of the participants and the ability to access the internet and many of the databases that the county departments work with on a daily basis. Each department was given a check list to work on during the exercise to validate that. In general most of the participants did not have problems accessing email but there were things like problems accessing the CAD system and the AS400 which are things that after this initial effort can be reviewed and perhaps solutions can be found or ways to work around those issues developed.

The use of landline and cellphones were not included in this exercise because the county feels that installing, activating, and using landlines should not be a major concern; however, that plan

will need to be revisited and perhaps phone communications can be part of future drills or exercises provided that would not be cost prohibitive. It was noted that some of the participants felt that cell phone access in the Mayville Highway Shop location should be very functional.

There were some concerns among the participants about how internal communications in the alternate facility will work and how confidential information can be safeguarded when the facility is open. The one issue that still needs to be defined in those departments that work with the courts is where they will be located and how communications will be accomplished with the state of Wisconsin and this is an issue that will need to be discussed with all entities and resolved in an effort to complete that aspect of the COOP plan. The I.T staff did a great job of doing just-in-time training with staff and troubleshooting technical problems that developed. Emergency Management from Dodge County has been very involved in this process and the results of this after-action report will go a long way in improving the current plans and dealing with issues that developed during this functional exercise.

Strength Area(s):

Planning/Organization-

Planning/Organization Strengths-

- As has been mentioned previously in this AAR the Dodge County I.T. staff spent a great deal of time prior to the exercise trying to assure that the ability to open the Mayville Highway Shop as a COOP facility could be done with a minimum of frustration.
- The I.T. staff also sought to limit the frustration on the part of department heads during the exercise by being available to assist them with technology issues.
- During the tabletop exercise in December 2015, the Director of Information Technology explained the use of data being placed on a cloud. It is a plan that is being implemented for the county and the goal was to have it in place in early to mid-2016. They seemed to have met that goal and it was evaluated during this functional exercise.

Equipment-

Equipment Strength-

- Dodge County Emergency Management used this exercise as a chance to evaluate their CodeRed system and for this exercise they used CodeRed to trigger the beginning of the functional exercise and it generally worked well.
- In general the location of the Dodge County offices at the Mayville Highway Shop has them grouped by departments that work together. Their being near each other should aid in communications.
- The cell phone signal strength seemed adequate at the alternative location.
- The areas designated for each department will need to have telephone access but that was not evaluated in this exercise and the general feeling was that can be made available in a real life event.
- Having printers available was important to the participants.

Training/Exercise-

Training/Exercise Strength-

- The enthusiasm that was displayed during the tabletop exercise seemed to carry over to this functional exercise. The participants clearly demonstrated that they realized that in a COOP event they would not have all the communications tools that they have at their normal offices but they tried to be creative and adaptable which will be useful for future planning.
- The checklist that each department that responded to the Mayville Highway Shop used for this exercise was a good idea. It allowed the participants to verify internet, data and email availability and gave each department a tool to evaluate their needs should this have been a real-life event which will aid in future plan development.

Improvement Area(s):

Planning/Equipment- Improvement Actions-

13. Telephones and cell-phones were not used in this exercise, and that was a design choice; however, making sure there is a viable plan for this and there are enough phone jacks and equipment needs to be verified.
14. Having the test scripts for the departments was useful in that it identified areas where more planning and equipment are needed. The internet was slow which was generally anticipated by the I.T. staff and would need to be improved in a real-life response. I.T. will be exploring options available.
15. Some departments were not able to access some records such as CAD and the AS400. Is there a way to access those from the alternative site or does a work around need to be planned for?
16. Some of the participants pointed out that some form of in-house communication at the Mayville Shop will need to be developed and perhaps that will come with the inclusion of the phone system.
17. CodeRed seemed to generally work well but there were some participants who had some issues on notification including former employees. Employees need to remember the system is only as good as its data base and that data base needs to be updated.

Appendix A-Improvement Plan (IP)

This IP has been developed for Dodge County Emergency Management for the Dodge Co. COOP Functional Exercise- conducted on June 20, 2016.

Core Capability	Objective	POETE	Improvement Actions	Action POC	Start-End Date
Community Resilience	<ul style="list-style-type: none"> Implement the current plans and procedures that are in place should the continuity of operations plan need to be implemented. <p>Including:</p> <ul style="list-style-type: none"> Respond to a notification to move county offices to the Mayville Highway shop according to the Dodge County COOP plan. Move Dodge County Departments to the alternate site which is the Mayville Highway Department and render each department operational. Coordinate community preparedness & participation Implement, exercise, and maintain plans to ensure Continuity of Operations (COOP) Conduct Continuity of Operations (COOP) and Continuity of Government (COG) 	[Select either] Planning Organization Equipment Training Exercising		[Identify who has responsibility to complete corrective action]	[Identify the start & completion date of the corrective action]
		Planning Equipment	1. One of the biggest concerns on the part of the participants is a very easy fix and that is that clearly in a COOP event there will be a need for more chairs and tables for those working at the Mayville Highway Shop. That can be made part of future planning as the county may have a cache of chairs and tables that can be stored in Mayville at the Highway Shop.	Highway, Maintenance, Emergency Management, Administrator	2017
		Planning Equipment	2. The second level of the Mayville Shop was quite warm and there was much concern about if it was air conditioned. Brian from the highway department noted <i>"I will research the HVAC controls to learn how to chill the 2nd floor mezzanine as needed – thanks, Brian"</i> It sounds like that is an issue that can be resolved.	Highway, Maintenance	December 2016
		Planning Equipment	3. Actually activating the facility during the exercise will go a long way toward planning both on the part of Emergency Management, Dodge County I.T., Highway Department and individual participants. Things such as more signage especially when the public will be arriving, making sure there are I.T. staff available and the development of go bags and or boxers that can be taken to the Highway Shop all are areas that can be developed.	Each department is in charge of creating their own "GO KIT" – this had already been proposed in 2009 so it should have already been	GO KITS – Complete; 2017 for signage

Core Capability	Objective	POETE	Improvement Actions	Action POC	Start-End Date
				implemented by each department, Signage – Highway, Emergency Management	
		Planning Equipment	4. There was some mention during the hot wash that equipment such as notebooks, pens, pencils and forms could be put in a box and stored in a location at the Mayville Shop similar to the way some Emergency Operations Centers utilize bins for pre-planned storage. This may have merit but would need to be worked out with the Highway Department.	Departments that brought their “GO KITS” were told they could leave them in their respective locations at Mayville	Complete
		Planning Equipment	5. The test scripts that were used by the I.T. staff for each department was an excellent idea. Another future planning tool could be the development of checklists or quick start guides for opening the COOP location and could be a handy reference guide for departments as they arrive at the COOP location.	IT, Administrator	2017
		Planning Equipment	6. Some of the participants seemed to feel there may have been a need for more printers. A review of the exercise and the location may want to be done in an effort to see if more printers are needed or if there could be a plan developed on how to get more printers to the Highway Shop in a real-life event including a document endorsement printer.	IT, Respective Departments	2017
		Planning Equipment	7. It was unclear during this exercise as to if there is a written agreement with the private business that shares the facility on what needs to occur in a real-life COOP event and if there is a not such a document it may need to be considered to avoid negative issues in a real-life event.	Highway, Administrator	2017
		Organization	8. Most of the feedback from the departments that responded in this exercise seemed to be that the plans that grew out of the tabletop exercise regarding location of offices and the order of arrival of departments was good. There may be some tweaks that need to be done. There continues to be concern on the part of the departments that work with state related entities that	IT, Emergency Management, Administrator, Courts	In-Progress

Core Capability	Objective	POETE	Improvement Actions	Action POC	Start-End Date
			where they will be located is still in a state of flux. More planning and organization needs to be done in that regard.		
		Organization	9. There are additional agencies and departments that would be housed at different locations, such as the Sheriff's Department but who may still want a liaison at Mayville and who that is and how it would be determined may require more planning.	DOSO and other departments already have mobile computing capabilities would just send a liaison and make Administrator aware of their location	COMPLETE
		Organization	10. Several of the participants mentioned they could work from remote or other locations rather than the Highway Shop. If that's the case hopefully this exercise will spur those entities to develop plans and procedures to do this and then make sure that it is made part of the overall COOP plan. This could eliminate a lot of confusion in a real-life event.	DOSO and other departments already have mobile computing capabilities would just send a liaison and make Administrator aware of their location	COMPLETE
		Organization	11. A more extensive traffic flow plan for the public and people who will be coming to the COOP location needs to be developed. Things such as employee entrance, vendors and deliveries and how the public is routed through the facility are things that need to be developed further.	Highway, Emergency Management	2017
		Training Exercise	12. This functional exercise was very unique as COOP plans seldom get evaluated to this extent and the results of this exercise should improve the overall planning and organization of the COOP plan. This should not be just a onetime event and future targeted drills or exercises may want to be considered as technology and employees change.	Administrator, Emergency Management	Yearly Activation

Core Capability	Objective	POETE	Improvement Actions	Action POC	Start-End Date
Operational Communications	Demonstrate the ability to: <ul style="list-style-type: none"> Respond to the immediate incident alert & notification issued by Dodge County Emergency Management and proceed to the Mayville Highway Shop prepared to make their departments operational. Establish and maintain interoperable voice, data and video communications Use all communications available to the Dodge County administration and staff in an effort to coordinate the continuity of operations plan. 	Planning Equipment	13. Telephones and cell-phones were not used in this exercise and that was a design choice however making sure there is a viable plan for this and there are enough phone jacks and equipment needs to be verified.	IT, Highway	2017
		Planning Equipment	14. Having the test scripts for the departments was useful in that it identified areas where more planning and equipment are needed. The internet was slow which was generally anticipated by the I.T. staff and would need to be improved in a real-life response. I.T. will be exploring options available.	IT	2017
		Planning Equipment	15. Some departments were not able to access some records such as CAD and the AS400. Is there a way to access those from the alternative site or does a work around need to be planned for?	The AS/400 will be replaced by the new enterprise software. Until then IT will have a "hot site" available, if needed – IT	2017 - 2018
		Planning Equipment	16. Some of the participants pointed out that some form of in-house communication at the Mayville Shop will need to be developed and perhaps that will come with the inclusion of the phone system.	IT	2017
		Planning Equipment	17. CodeRed seemed to generally work well but there were some participants who had some issues on notification including former employees. Employees need to remember the system is only as good as its data base and that data base needs to be updated.	Department Heads, Emergency Management	On-Going

APPENDIX B: PARTICIPANT FEEDBACK SUMMARY**DODGE COUNTY EOC FUNCTIONAL EXERCISE****JUNE 20, 2016****COMPILATION**

Assessment Factor		Strongly Agree	Neutral		Strongly Disagree	
Scale of Answer Options						
Total number of surveys completed: 22		No answer	Number of participants indicating each answer			
a.	The exercise was well structured and organized.	1	13	5	3	
b.	The exercise scenario was plausible and realistic.	1	10	5	6	
c.	The facilitator/controller(s) was knowledgeable about the area of play and kept the exercise on target.	2	13	4	3	
d.	The exercise documentation provided to assist in preparing for and participating in the exercise was useful.	2	11	7	2	
e.	Participation in the exercise was appropriate for someone in my position.	2	15	4	1	
f.	The participants included the right people in terms of level and mix of disciplines.	2	16	3	1	
g.	This exercise allowed my agency/jurisdiction to practice and improve priority capabilities.	2	13	3	4	
h.	After this exercise, I believe my agency/jurisdiction is better prepared to deal successfully with the scenario that was exercised.	2	10	8	2	

1. Based on the exercise today list the top 3 strengths.*Attendance**Well organized**IT Staff+**Visit the site**Log-in**People had good space to set up**Most had connectivity – slow but able to access most**Printing was -- good representation**Laptop worked**Networks worked**IT help was excellent**Connectivity to network, etc.*

Workspace was adequate
 It went a lot smoother than I thought it was going to
 Once I was on the network I was able to open all of my programs
 Realized I may not need another staff member until a few days later
 Capability of IT Dept. staff to get us "up & running" as quickly as we did
 Preparation of Emergency Government staff to have everything organized
 Correct personnel attending
 Organization, usable space, easy access
 High availability
 Excellent building
 Solid cell service
 Very organized
 Able to determine if additional materials or items are needed
 Able to see & find out where things located
 Communications
 Facility
 Cooperation
 Well organized
 Adequate allocation of resources
 Exercise began on time
 Allowed us to find our place/set up office for disaster
 Ease of support – connection with other departments
 IT problems addressed/identified quickly
 I.D. IT issues
 ____ & ____ with workspace
 I.D. potential for _____ to work at Mayville
 Everyone patience
 Even though it was slow to start, everything worked
 Log in
 Get e-mail
 Printer worked
 Documentation was good
 I only observed and therefore, not really able to answer. It did help to understand the general plan
 and functioning of the site, especially if my Dept. actually ends up in that site.
 Participation
 Computer connectedness – printer works
 IT staff accommodating, extremely

2. Based on the exercise today list the top 3 areas that need improvement.

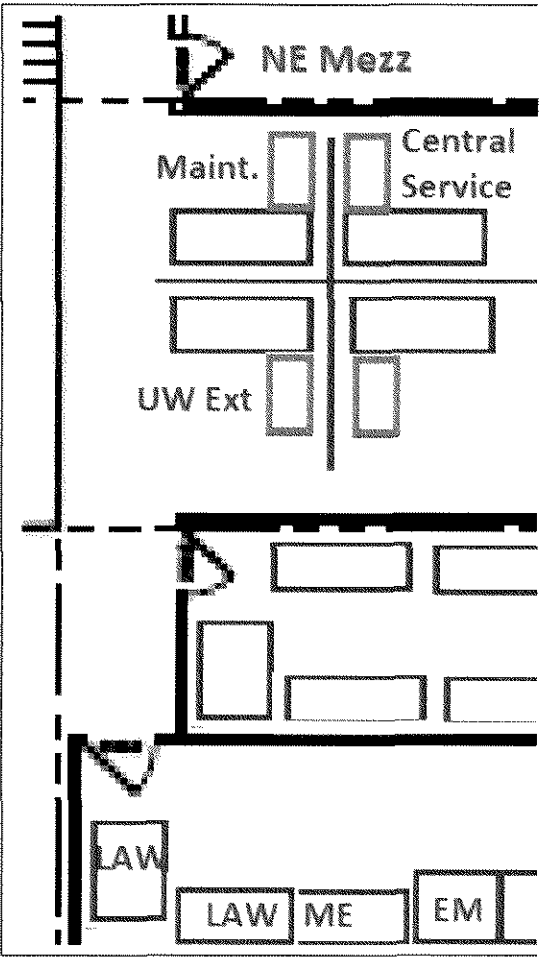
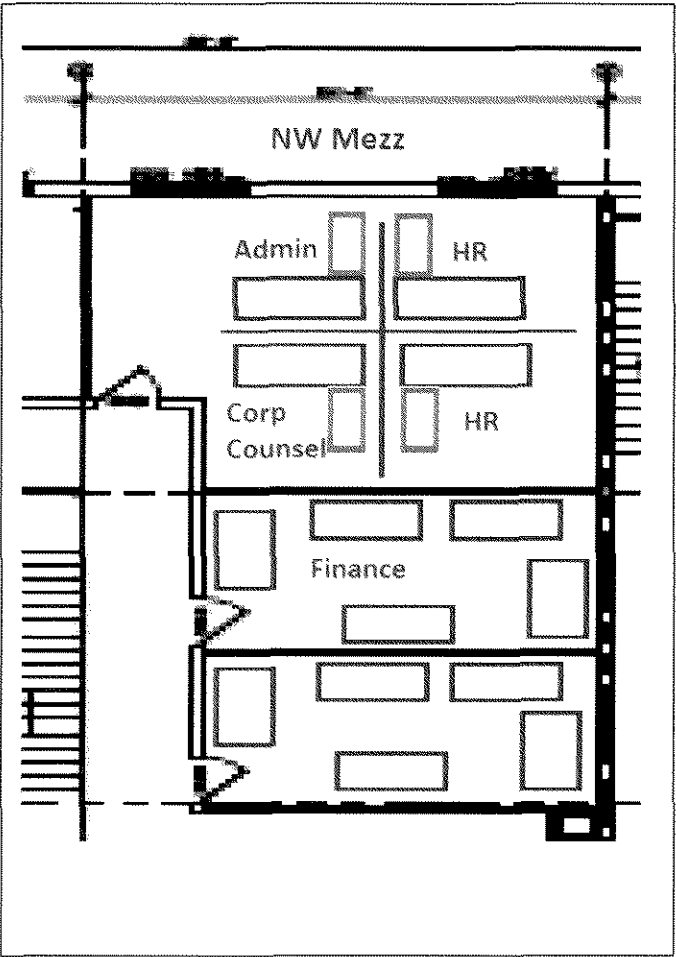
Chairs? Lawn Chairs
 Seemed good – we were later so easier
 Chairs for office areas
 More chairs
 Air conditioning
 Better signage in a real event (both 4 employee and public)
 It was well controlled.
 But, what if I do not have my laptop?
 Internet speed – but not a huge issue
 I need to update what is in the binder to the jump drive so I can carry it with me
 Keep constant communication with all staff in attendance
 No access to AS400 for cash receipting

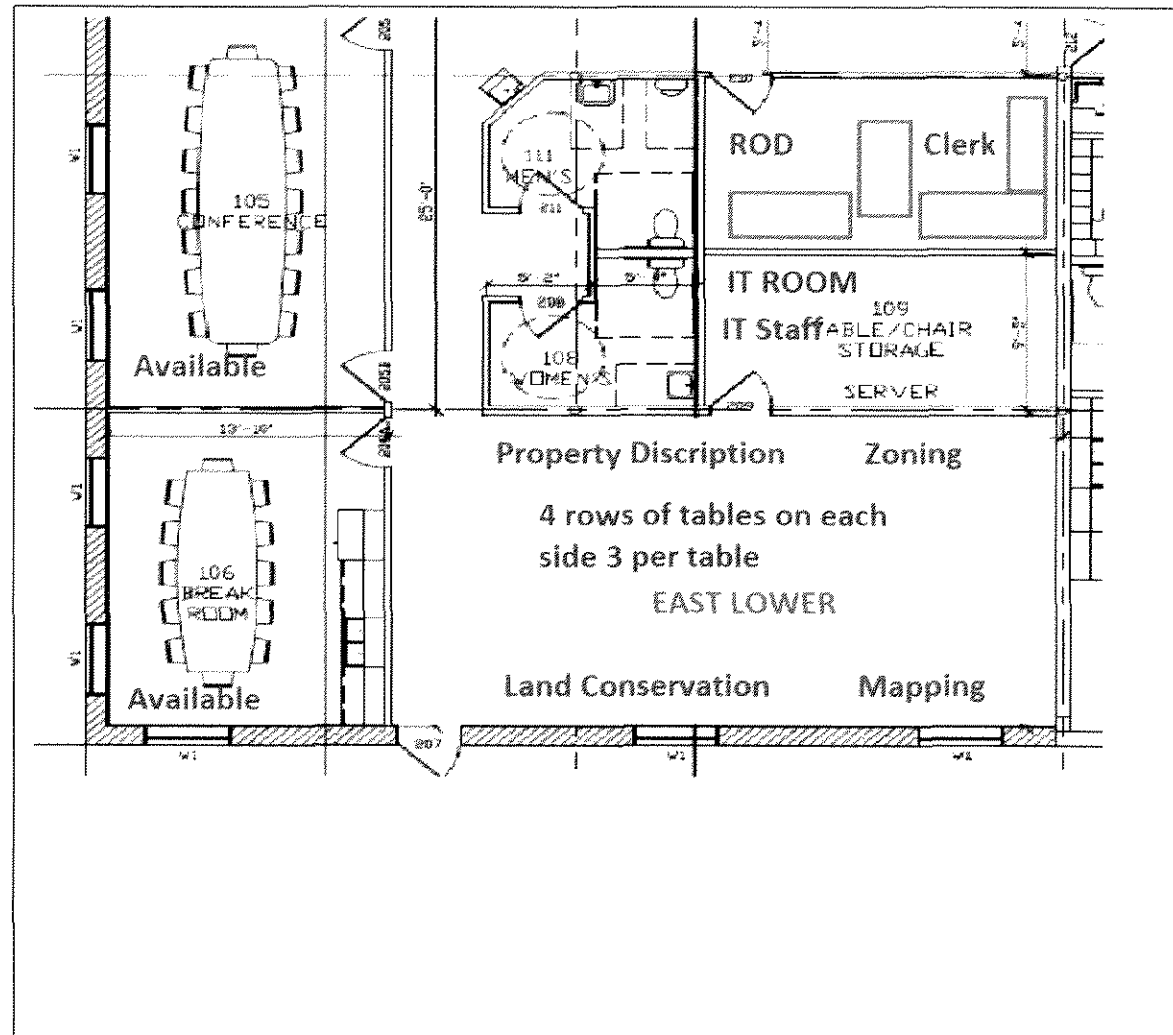
No calculator, but could use computer/Excel if necessary
Seating, functional A/C, full CISCO VPN access to use all software applications
Slow internet
More printers
Coolness
None, this was a great exercise
Too hot, upstairs
Data connection too slow
Lack of furniture (chairs)
None
Realized that Medical Examiner secretary/extra comp needs software
Internet access limited, worked better with CISCO
I only tested ability to connect to network
IT unable to assist my one issue
No connection to CAD – I did connect to wireless for other resources
No chairs
Air conditioning upstairs!!
Internet was slow
Need batteries for mouses
Need access to state site
A piece of paper on the desks to designate the space – some people seemed confused by the maps,
plus the individual who reports to that site may not be the person who actually was there today
More chairs – bay area
Room #s on maps on door too

3. List the applicable equipment, training, policies, plans, and procedures that should be reviewed, revised, or developed. Indicate the priority level for each.

Seemed well done
Document endorsement printer
See above
Need to bring more pens, paper, office supplies. May need a power strip
For me, I will need to make provisions for no access to AS400; possibly do a spreadsheet, so money can be accounted for and deposits done timely
None come to mind
Printer needed closer to HR for confidential reasons
A/C needs to be turned on
I will research the HVAC controls to learn how to chill the 2nd floor mezzanine as needed – thanks,
Brian
None
Medical Examiner needs to look at additional equipment for support staff
Sheriff needs firm plan regarding any personnel that will remain with Mayville and what their responsibilities will be
Possibly one more printer for confidential information
Password list – developed
This facility/area will work for us but we are part of the Court system and are not sure this is where we will end up
n/a

**APPENDIX C: DIAGRAMS OF THE MAYVILLE HIGHWAY SHOP WITH PROPOSED ASSIG
DEPARTMENTS**





APPENDIX D: DRAFT OF PHASE IN COOP PLAN FOR COUNTY DEPARTMENTS

Essential Departments and Staffing for Mayville COOP Site per Day of Emergency

**** Note** – If the emergency only affects one of the county buildings and will last less than 1 week, the affected department will temporarily move its staff to one of the other county buildings. If several buildings are affected or the duration will be longer than a week the COOP will be invoked and the Mayville site will be utilized.

Day 1 - 3

IT – ALL Employees (needed for setup)

Maintenance – Depending on disaster will need employees at Mayville for setup

Highway – 1 Employee (Liaison and building setup) others setup at satellite shops

Administrator - 1

Clearview (Jane) – 1 Employee/Assistant Administrator

Human Resource – 1 Employee

Corporation Council – 1 Employee

Treasurer – 1 Employee

Finance - 2 Employees

County Clerk – 1 Employee

Register of Deeds – 1 Employee

Land Resources & Parks – 1 Employee

Sheriff – 1 Employee (Liaison) other staff mobile & Dispatch at BDFD

Emergency Management – Depending on disaster most likely mobile

Medical Examiner – Depending on disaster (1 Employee)

Henry Services & Public Health - ?

Day 4 – 7

Additional staff from the departments listed above may report or may substitute – per department head

Central Services – 1 Employee

Land Conservation – 1 Employee

Land Resources & Parks – Zoning – 1 Employee

Land Resources & Parks - Property Description – 1 Employee

Veterans Service – Depending on disaster may setup at Mayville Legion – 1 Employee

UW-Extension – Depending on disaster may setup at Regional office

Day 7 - ?

**** Note** the courts and their partner agencies will depend on the meeting with CCAP (state) on 4/22/16

Child Support - ?

District Attorney - ?

Family Court Commissioner/Counseling - ?

Register in Probate - ?

Courts – Will have to setup at another site

Clerk of Courts – Will setup at another site with court branches

**** NOTE:** Clearview and the detention facility had separate COOP plans that have them sending their inhabitants to other facilities.

Day 8 - ?

**** Depending on the emergency/disaster, if it will last more than a couple weeks discussion will be held on setting up temporary trailers/buildings, either on-sit**

APPENDIX E: COUNTY DEPARTMENT TEST SCRIPTS

Test Script for COOP Exercise		Results
General Testing (all departments)		
1a	Log into workstation	
2a	Open Outlook and verify access to your mailbox	
3a	Print email from your mailbox	
4a	Open file on a network drive	
4a	Open Kronos and verify access to your timecard	
Treasurer		
1b	Log into GCS and verify access.	
2b	Log into File Director and verify access.	
Register of Deeds		
1c	Log into Landlink and verify access.	
2c	Log into File Director and verify access.	
3c	Log into Landshark and verify access.	
4c	Log into State Vitals system and verify access.	
Finance		
1d	Log into Kronos and verify access.	
2d	Log into File Director and verify access.	
Land Resources and Parks		
1e	Log into GCS and verify access.	
2e	Log into File Director and verify access.	
Human Resources		
1f	Log into Kronos and verify access.	

County Clerk		
1g	Log into Marriage License web site and verify access.	
Highway		
1h	Log into Kronos and verify access.	
2h	Log into File Director and verify access.	
Medical Examiner		
1j	Log into ME database and verify access.	

APPENDIX F: PARTICIPANT SIGN IN SHEET

5005.4.4 SUPPLEMENTAL EXERCISE FORMS



WISCONSIN EMERGENCY MANAGEMENT

Sign-In Sheet

COUNTY: Dodge County (COOP & COG)

TYPE OF EXERCISE: Functional Exercise

EXERCISE OFFICER: Sheppard

LOCATION: Mayville Highway Shop

DATE: June 20, 2016

	Name	Agency/Department	Phone Number
1.	Ed Sheppard	WEM	608-575-4850
2.	Jody Langfield	DCHS+HLD	731-386-3674
3.	Brian Field	DC Highway	916-386-3653
4.	Amy B. Nicks	Dodge E.M.	
5.	Alyssa Schultz	Human Services	920-386-3492
6.	Sheila Drays	Human Services	920-386-3767
7.	Jay Westhoo	Human Services	920-386-4314
8.	Kate L. Schell	Medical Examiner	920-386-3941
9.	Joe Meagher	DOEM	920-386-3993
10.	John Harker	Treasurer	920-210-1069
11.	John Harker	S.G.	920-386-1587
12.	Kevin Nakielski	I.T.	920-386-4575
13.	Ruth Otto	IT	920-386-3940
14.	Steve Pika	IT	920-386-4580
15.	Erin Roberts	IT	920-386-3925
16.	Shane VanLaenen	IT	920-386-3889
17.	Tonia Mindemann	HR	920-386-3691
18.	Sarah Eske	HR	920-386-3692
19.	Joyce A. Fracco	LRP	920-386-3960
20.	Julia Kolf	Finance	920-386-3287



WISCONSIN EMERGENCY MANAGEMENT

Sign-In Sheet

COUNTY: Dodge County (COOP & COG)

TYPE OF EXERCISE: Functional Exercise

EXERCISE OFFICER: Sheppard

LOCATION: Mayville Highway Shop

DATE: June 20, 2016

	Name	Agency/Department	Phone Number
1.	Shelby Brandson	Family Care Center	386-3631
2.	Bernadette Muellen	Child Support	386-4270
3.	Marc Bethke	Land Conservation	386-3606
4.	John Veling	Pental Service	386-3725
5.	Joseph GIEDL	Planning Dep. Dept	386-3711
6.	Holly Miller	Veterans Services	386-3798
7.	Nicole Hozzner	Property Description	386-3772
8.	Diane Witzel	UW-Extension	386-3790
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			



WISCONSIN EMERGENCY MANAGEMENT

Sign-In Sheet

COUNTY: Dodge County (COOP & COG)

TYPE OF EXERCISE: Functional Exercise

EXERCISE OFFICER: Sheppard

LOCATION: Mayville Highway Shop

DATE: June 20, 2016

	Name	Agency/Department	Phone Number
1.	Travis Nickels	IT	920-386-4201
2.	Spencer Loken	IT	920-386-3267
3.	Chris Parkinson	IT	920-386-4333
4.	Kevin Johnson	City Clerk	386-3605
5.	Russell Fuchs	Mayor	386-3665
6.	Philip McWalter	MAINT	386-3274
7.	Jim Mielke	Admin	386-4251
8.	John F. Corey	Corp Counsel	920-386-3592
9.	Chris Krenke	Director, Emergency	920-386-3722
10.	Walter G. Gagnier	Cleanview	920-386-3409
11.	Walter Kuhl	Cleanview	920-386-3577
12.	James Krentz	Child Support	920-386-4273
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			